

**SUMMARY OF THE
PROGRAM POLICY AND STRUCTURE COMMITTEE TELECONFERENCE
NOVEMBER 4, 1998**

The Program Policy and Structure Committee of the National Environmental Laboratory Accreditation Committee (NELAC) met by teleconference Wednesday, November 4, 1998, at 11 a.m. Eastern Standard Time (EST). The meeting was led by its chair, Dr. Pauline Bouchard of the Minnesota Department of Health. A list of action items is given in Attachment A. A list of participants is given in Attachment B.

NEW ISSUES:

The committee adopted the minutes from the 10/21/98 teleconference.

Mr. Tom McAnnich made the committee's changes to the Glossary that they had discussed during the teleconference on October 21, 1998 and then forwarded the Glossary to Mr. Joe Slayton, chair of the Quality Systems Committee. As of today's teleconference, he has not heard any reaction from the Quality Systems Committee and will follow-up with Mr. Slayton. The Program Policy and Structure Committee would like to resolve this issue at the NELAC Interim Meeting. The Interim Meeting submittal deadline is November 20, 1998. Ms. Marlene Moore mentioned that the Field Activities *Ad Hoc* Committee is also discussing the Glossary terms. The Field Activities *Ad Hoc* Committee is identifying terms that affect field activities, especially those pertaining to the air testing program. Ms. Bouchard reminded the committee that the NELAC Board of Directors made them responsible for updating the Glossary. Mr. Steve Clark will contact Dr. Barton Simmons, chair of the Field Activities *Ad Hoc* Committee, to make sure his committee is aware that this is a duty of the PP&S Committee. When the committee dissolves, the NELAC Board of Directors will be responsible for updating the Glossary.

The next issue the committee discussed was the expansion of the Accrediting Authority Review Board (AARB). The Environmental Laboratory Advisory Board (ELAB) discussed this at their July 1, 1998 meeting. The AARB is assigned three tasks in Section 1.7.3. One of these tasks is oversight. The AARB should also conduct an independent management systems review every year. Ms. Bouchard will contact Dr. William Kavanagh (SAIC) and/or Ms. Nancy Wentworth (EPA/QAD) to get their impressions of the July 1 ELAB proceedings, and forward this information to the committee members.

The next item the committee discussed was the issue of the Scope of Accreditation and the Environmental Monitoring Management Council (EMMC). The EMMC has decided to propose that the Scope of Accreditation be done by matrix instead of method. The committee has been proposing the Scope of Accreditation be done by method in past years. Ms. Bouchard polled the committee members to see if this was still the committee's view in light of recent resignations and new membership. The committee agreed that they would prefer to stick to Scope of Accreditation by method. Ms. Bouchard will work on the Scope of Accreditation and forward this to committee members.

The next issue discussed was the dissolution of the Program Policy and Structure Committee. Ms. Bouchard has brought this issue before the Board of Directors. Dr. Kenneth Jackson, chair, NELAC Board of Directors, is uncomfortable with the dissolution because he does not know the position of the chair-elect. The committee discussed this issue and decided that they should not dissolve the committee until June 30, 2001. This will allow time for the first round of accreditations to take place and the committee can address any issues that may arise from the implementation of the National Environmental Laboratory Accreditation Program (NELAP). Dr. Marcia Davies will draft the language that reflects these points for the Interim Meeting. Ms. Bouchard will not be attending the Interim Meeting.

Ms. Moore then described the progress of the Good Laboratory Practices (GLP) Subcommittee. People are being contacted and organized. The Subcommittee hopes to conduct two teleconferences before the Interim Meeting.

Ms. Bouchard will contact Ms. Jeanne Mourrain on the issue of small laboratories. Ms. Mourrain feels this is an issue for the PP&S Committee, but the committee feels this transcends what the committee can do. Various allowances have been made for small laboratories in Chapters 2 and 5 that are very specific, whereas the references to small laboratories are very general in Chapter 1.

NEXT MEETING

The next meeting of this committee will be by teleconference on November 18, 1998, at 11 a.m. EST.

ACTION ITEMS
PROGRAM POLICY AND STRUCTURE COMMITTEE TELECONFERENCE
NOVEMBER 4, 1998

Item No.	Action	Date To Be Completed
1.	Mr. Tom McAnich will contact Mr. Joe Slayton, chair of the Quality Systems Committee to get the reaction of his committee on the proposed changes to the Glossary.	
2.	Mr. Steve Clark will contact Dr. Barton Simmons, chair of the Field Activities Ad Hoc Committee, to make sure his committee is aware that the Glossary is the responsibility of the PP&S Committee.	
3.	Ms. Bouchard will contact Dr. William Kavanagh (SAIC) and/or Ms. Nancy Wentworth (EPA/QAD) to get their impressions of the July 1 ELAB proceedings regarding the expansion of the AARB, and forward this information to the committee members.	
4.	Ms. Bouchard will work on the Scope of Accreditation and forward this to committee members.	
5.	Dr. Marcia Davies will draft the language regarding the dissolution of the Program Policy and Structure Committee for the Interim Meeting.	
6.	Ms. Bouchard will contact Ms. Jeanne Mourrain on the issue of small laboratories.	

**PARTICIPANTS
PROGRAM POLICY AND STRUCTURE TELECONFERENCE
NOVEMBER 4, 1998**

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